



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>CCFC -004</b>
ANALYST'S INITIALS	<b>KR</b>
DATE	<b>11/16/05</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

<b>CLASS TITLE</b> <b>Executive Assistant</b>	<b>POSITION NUMBER</b> 319-001-1728-900	<b>TENURE</b> <b>PERMANENT</b>	<b>TIME BASE</b> <b>Full Time</b>	<b>CBID</b> R04
<b>OFFICE OF</b> <b>First 5 CA Children &amp; Families Comm</b>	<b>LOCATION OF POSITION (CITY or COUNTY)</b> <b>Sacramento, CA</b>			<b>MONTHLY SALARY</b>  <b>\$3072</b> <b>TO</b> <b>\$3734</b>
<b>SEND APPLICATION TO:</b> First 5 California 501 J Street, Suite 520 Sacramento, CA 95814  Attn: Lupe Almer	<b>REPORTING LOCATION OF POSITION</b> <b>501 J Street, Suite 630, Sacramento</b>			
	<b>SHIFT AND WORKING HOURS</b> <b>DAYS - 8 a.m. to 5 p.m.</b>			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	<b>PUBLIC PHONE NUMBER</b> <b>(916) 323-2534</b>	<b>PUBLIC PHONE NUMBER</b> <b>( ) -</b>		
	<b>SUPERVISED BY AND CLASS TITLE</b> <b>Executive Director (Exempt)</b>			
<b>FILE BY</b> <b>12/9/05</b>				

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to Department of Mental Health's employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

## DUTIES

### ESSENTIAL FUNCTIONS

All duties are performed at the direction of the Executive Director.

In order to perform sensitive administrative support functions for the Executive Director on a wide range of program and administrative issues, using analytical and research techniques, and various Microsoft Office software applications in accordance with Commission policy:

- Prepare, design, implement, and oversee systems to manage and ensure timely completion of various tasks, special projects, studies, and research on a variety of issues.
- Perform research activities and develop solutions for sensitive issues involving personnel, budgets, and complex, statewide program areas.
- Compile data utilizing various systems and resources and evaluating this information in order to prepare reports and make recommendations to the Executive Director.

Utilizing SPB and DPA rules and regulations, in order to advise the Executive Director on appropriate personnel actions and facilitate the hiring process:

- Research personnel laws, rules, policies and procedures to determine alternatives and make recommendations to management in conjunction with the DGS Office of Human Resources.
- Develop essential function duty statements and recruitment notices.
- Assist in the interview process by reviewing applications for eligibility to interview, developing interview materials, and setting up interview panels.

Reviews outgoing materials and correspondence prepared for the Executive Director's signature for consistency with commission policy by proofreading documents for the proper format, content and grammar necessary to ensure compliance with the Commission's Administrative Manual.

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<p>Maintains confidential administrative files, reports, and other correspondence for the Executive Director by organizing material using Microsoft Office applications and by filing hard copy materials according to commission policy in order to ensure efficient access to information.</p> <p>In order to respond to inquires from the public and government representatives, independently prepares correspondence, reports and other materials by researching, gathering data, retrieving reports and compiling information in accordance with Commission policy.</p> <p>In order to assist the Executive Director in preparing for meetings, conferences, speaking engagements, and other events:</p> <ul style="list-style-type: none"> <li>Independently researches and prepares briefings and background information by gathering and compiling appropriate materials.</li> <li>Develops meeting agenda by reviewing prior meeting reports for ongoing action items and by contacting meeting participants for input.</li> <li>Arranges for meetings with Commission staff, and other state and private officials by notifying all attendees of time, place and subject/agenda of meetings.</li> </ul> <p>In order to ensure that continued workload demands and timeframes are met:</p> <ul style="list-style-type: none"> <li>Acts as office manager for the Commission by assigning and reviewing the work of Commission support staff.</li> <li>Reviews and monitors progress on a wide range of correspondence, which involves: reviewing incoming correspondence to ascertain needed action and routes to the appropriate Deputy Directors and/or Commission management for action, monitoring to ensure timely response and/or handling to meet deadlines, compiling data and arranging correspondence in order of priority, and attaching copies of pertinent background information for the Executive Director.</li> <li>Reviews and monitors the progress of commission requests for action by the Governor, Executive Director, Deputy Directors and management; which involves acting as internal and external liaison to offices, departments, and the private sector in directing workflow and program activities in the absence of the Executive Director.</li> </ul> <p>In order to provide direct customer assistance according to commission procedures and office policy:</p> <ul style="list-style-type: none"> <li>Receives, screens, redirects, and/or responds to inquires from the Governors' Office and Legislature, county commission and other high level contacts by following established guidelines and using personal judgment and knowledge of various projects and office administrative policies and according to instruction from the Executive Director.</li> <li>Greets and screens visitors by providing information and making referrals to appropriate commission staff members, state agencies, and other jurisdictions.</li> </ul> <p>In order to coordinate meetings and appointments to ensure the most efficient and effective schedule of activities each day:</p> <ul style="list-style-type: none"> <li>Manages the Executive Director's work schedule and calendar by scheduling appointments with high level governmental officials, professionals in the private sector, various professional groups, members of the press, etc.</li> <li>Confers with the Executive Director verbally and through electronic mail and scheduling system on a daily basis to keep him/her informed of the day's activities.</li> </ul> <p>Prepares itineraries and makes travel arrangements as needed for the Executive Director by using the phone and internet in order to arrange flight, car rental and hotel reservations according to commission policy and state contractual obligations.</p> <p>In order to provide a guide for all commission correspondence, develops standards, updates instructions and publishes and disseminates the Correspondence Style and Format Guide including creating/updating this section in the Commission Administrative Manual. This involves researching and revising the section as needed, providing training regarding appropriate format, and responding to inquiries and comments from staff on format, procedures and policies according to commission policy.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: The principles and methods of public and business administration; office management principles, methods and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the Administrator's area of responsibility; the Department's Equal Employment Opportunity objectives.</p>			

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<p>Ability to: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; effectively contribute to the Department's Equal Employment Opportunity objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the functions and responsibilities of executive offices</li> <li>• 1 to 3 years experience acting as assistant to a high level executive in an organization</li> <li>• Ability to express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</li> <li>• Ability to make mathematical computations</li> <li>• Proficiency in all Microsoft Office Applications, such as, Microsoft Outlook, Microsoft Visio, and Internet Explorer</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <p>Excellent verbal and written communication skills, excellent telephone skills, ability and desire to be courteous and helpful.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Demonstrated interest in assuming increasing responsibility; conscientious; high level of personal integrity, well defined sense of discretion; mature judgment; loyalty; poise; and tact, good attendance, good organizational skills.</p> <p><b>WORK ENVIRONMENT, PHYSICAL &amp; MENTAL ABILITIES REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Office environment, appropriate dress, present self professionally</li> <li>• Willingness to travel by car, bus, train or airplane</li> <li>• Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently</li> <li>• Ability to communicate confidently and courteously with a diverse community; individuals with varied experiences, perspectives and backgrounds; the general public; private sector professionals; and people of various levels of responsibility within state government, including members of the Legislature and their representatives</li> <li>• Consistently exercise a high degree of initiative, independence and originality in performing assigned tasks</li> <li>• Consistently exercise good judgment and effective communication skills</li> </ul>			